

PROCESS IMPROVEMENT SUGGESTION FORM

Environmental Procedures Manual, M 31-11

Please submit your process improvement suggestion by mail or e-mail to:

WSDOT Environmental Services Office
P.O. Box 47408
Olympia, Washington 98504-7310
Attention: EPM Revision

Use the reverse side of this form, attach a separate sheet of paper, or send via e-mail. Clearly state your suggestion and the reasons why it would be an improvement.

Please provide the following information with your suggestion:

Date Submitted	
Your Name	
Your Organization	
Your Work Address/Mail Stop	
City and Zip Code	
Your Work Phone Number	
Title of the Manual Chapter	
Page number(s)	

We will contact you to be sure we clearly understand your suggestion, and we will keep you informed on how your suggestion will be handled.

Response

Attached is the outcome of our evaluation and an explanation of how we will, or why we will not, implement your suggestion.

Date of Response	
Evaluator's Name	
Evaluator's Telephone Number	
Evaluator's Signature	
Approved by (ESO Manager's Signature)	